

# TRAINING PLAN HEALTH CAREERS COOPERATIVE EDUCATION PROGRAM

## Certificate of Employment for Educational Purposes

This certificate is a document stating the conditions of the employment of \_\_\_\_\_ for the purpose of education and vocational training in \_\_\_\_\_. It also is an agreement of the signee to abide by and follow the policies listed. The following are the conditions for the stated privilege:

1. All work performed is incidental to the required and involved training.
2. All work shall be intermittent and for short periods of time. The amount of time involved will be \_\_\_\_\_ hours per week beginning \_\_\_\_\_, to \_\_\_\_\_.
3. The safety instruction of those supervising or instructing is required for all operations involved in this activity.
4. A schedule of progression must be submitted to the instructor on a regular basis and must be performed in a proper fashion.
5. All work shall be performed under the direct supervision of a trained supervisor or instructor.
6. Cooperative Education a paid work experience.
7. The school will make provisions for the student to receive related and technical instruction in the above occupation.
8. The student promises to abide by all implied and stated terms included in this memorandum. The student shall be bound during the occupational experience by the ordinary school regulations. The parent or guardian shall be responsible for the conduct of the student while in training.
9. The coordinator, \_\_\_\_\_, shall have the authority to transfer or withdraw the student at any time and manage any complaints by either party.

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| Student | Date | Employer | Date |
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| Parent | Date | Instructor | Date |
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